

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1164

TITLE: DIRECTOR, FACILITIES MANAGEMENT DEPARTMENT

GRADE: E-9

DEFINITION:

Under administrative direction of the Chief Financial Officer, the Director of the Facilities Management Department plans and directs the activities which provide maintenance, alteration, renovation, and reconfiguration; custodial; property management; lease management; space planning; security; and other building services to County-owned and leased facilities, exclusive of wastewater treatment facilities and those under the jurisdiction of the School Board, Park Authority, and Housing Authority; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Director, Facilities Management Department is exempt from the County's merit system under Article 4, Subsection 15.1-763 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

ILLUSTRATIVE DUTIES:

Provides leadership and direction for the following: property management/building services and special events; security; planning/engineering/energy; and maintenance and operations;

Provides vision, direction, and subject matter expertise in the field of facilities management;

Serves as a member of the County's Senior Management Team;

Directs preparation and administration of the Facilities Management Department budget;

Manages the Facilities Management Department and assigned professional staff;

Acts as the County's landlord, providing real estate services including negotiating and managing the lease program, purchasing and disposing of property, and managing the County's office space planning for new space needs;

Provides feedback to DPWES design agencies for maintenance implications for new or major renovation projects contained in the Capital Improvement Program;

Directs the County's Capital Renewal Program;

Prepares and/or oversees the development of plans and specifications for contract projects including estimating, bid process, and contract awards, and provides assistance to County agencies in effective utilization of office space;

Oversees/participates in the development of strategic and operational plans for the Department which are aligned with those of the County;

Oversees and directs the County's facility security program including operational, physical, and technical security at all County worksites;

Develops facility operations and use policies, and oversees and/or provides support for Conference Center and special events at the Government Center;

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Page 2

Monitors preventive maintenance program to ensure continuous operational effectiveness of county-owned building equipment;

Directs management of preventive, routine, and emergency maintenance on buildings and building equipment, including heating, air-conditioning, electrical, lighting, and plumbing;

Ensures effective service delivery for the maintenance of specialized equipment, including computerized equipment, heating and cooling system equipment, public address system, fire and emergency alarm system, and elevators;

Conducts studies and inspections to determine system improvements;

Directs the management of custodial services;

Develops maintenance management system for programs, setting standards for preventive maintenance and cost control of projects;

Directs inspections of facilities and preparation of recommendations on renovations and disposal;

Coordinates construction/maintenance projects with DPWES as necessary;

Reviews new construction plans, prepares plans and specifications for special projects, and reviews plans and specifications of outside consultants regarding renovation or remodeling of existing facilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis) and the ability to apply them in overseeing facility management issues County-wide;

Extensive knowledge of building maintenance and repair methods and requirements;

Ability to analyze data and draw sound conclusions;

Ability to develop and implement departmental goals and objectives;

Ability to effectively coordinate and implement departmental changes;

Ability to effectively manage, train, and motivate employees;

Ability to communicate clearly and concisely, orally and in writing;

Ability to develop and maintain effective working relationships with subordinates, co-workers, County officials, public and private sector organizations, customers, and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Bachelor's degree in public administration, business administration, engineering, or a closely related field; PLUS

Six years of experience in the public or private sector, at least four of which must have been in design, construction, or maintenance of governmental facilities.

Page 3

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: March 17, 2005

REVISED: July 20, 2000